

**Microsoft® PowerPoint® 2010, Project 3**

**Project Overview**

In this project, students will prepare a presentation for printing.

**Project Goals**

The goal of this project is to help students learn to prepare a presentation for printing. Students will create a header and footer, modify the page setup and determine the appropriate print style for the presentation.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Open an existing presentation
* Add a header and footer
* Preview a presentation
* Change the page setup
* Choose a printer
* Print slides, audience handouts, and speaker notes



**Student Assignment:**

The instructor of the Computer Technology class at your high school requires each student in the class to deliver a “How To” presentation by the end of the school term. You decide to make a presentation on how to choose the right mobile phone to meet a person’s needs. After researching mobile phones, you have prepared a basic set of Microsoft® PowerPoint® slides. For your presentation to the class, you decide to share your PowerPoints in printed format as well as on screen.

Open the Project3\_studentdatapresentation and complete the following:

1. Create a header on all slides that includes the current date.
2. On the notes pages, apply a header (*How to choose a mobile phone*.)
3. Print the notes in pure black and white.
4. Print slides 1-6 only.
5. Save the presentation as Project3\_complete in the PowerPoint folder on your storage device.
6. Close the presentation and PowerPoint.